



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

\$5,311 --\$6,598

ACCOUNTING SERVICES BUREAU
SACRAMENTO

RESPONSIBILITIES:

Under the general supervision of the Accounting Administrator III (Chief of the Accounting Services Bureau), this position is responsible for providing direction, establishment of policies and procedures impacting the maintenance, reporting and financial records relating to the Tax and Securities Section in the California Department of Insurance. Specific duties are as follow:

- Plan, organize, and direct the workload for the Tax and Securities Section.
- Ensure the timely and accurate:
 - collections and accurate recording of all insurance taxes.
 - processing of all security deposits.
 - monthly reconciliation on security records with the State Treasurer's Office
 - preparation and submission of the required financial statements to state control agencies.
- Assist the Bureau Chief in developing and implementing the necessary policies and procedures to maintain proper internal controls.

DESIRABLE QUALIFICATIONS:

- Strong supervisory and organizational skills.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting.
- Excellent oral, written and analytical skills.
- Excellent interpersonal skills.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.
- Good attendance.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accounting Administrator I, Supervisor level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

07/24/15 RJ

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Accounting Administrator I, PSN # 413-192-4549-005" ON THE STATE APPLICATION.**

Applications must be postmarked by the final filing date to be considered. For additional information, please call Reginald Justo at (916) 492-3351.

FINAL FILING DATE: **Until Filled**

NOTE: **Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

07/24/15 RJ

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.
